

Administrative Services Division

Personnel/Payroll System Coding

This packet includes a listing of items for your information in preparing employee transactions and reading various reports and screens generated by the Personnel/Payroll System. Codes are listed in **bold** followed by their description. If you have any questions, please call us at 375-4011. Thank you.

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EMPLOYEE STATUS CODES

ACTIVE (A)

AA	Permanent	After a probationary period is successfully served, an employee is placed in this status code. Only full-time classified service employees occupy this status code.
AB	Probationary	This status is utilized when an employee is hired into a full-time classified service position. Probationary periods vary among classes and may be extended but cannot exceed one year.
AC	Exempt	This status is used for full-time employees exempted from the classified service by Section 2-41 of the Miami-Dade County Code. No probationary period is served.
AD	Temporary	A provisional or short-term position (non-career service). Appointments are not to exceed six (6) months in any one year unless approved by the Employee Relations Department.
AE	Part-time	A position in which an employee works fewer than 40 hours per week. Employees usually work various schedules throughout the year.
AF	Trainee	A full-time employee who has not met all the qualifications of the specified job.
AG	Seasonal	A non-career service position for only certain periods of the year (i.e. summer help).
AH	Emergency	A full-time position where unusual conditions exist which require immediate employment. Appointments to this status code should not exceed thirty (30) days unless approved by the Employee Relations Department.
AI	Extended Probation	Status for full-time employees who were in "AB" status but their supervisors felt they had not successfully completed the probationary period thus they should be extended. An entire probationary period cannot exceed twelve (12) months.
AJ	Substitute	A full-time appointment. Employees assigned this status are replacing a full-time employee who is unable to be on the job.
AM		Part-Time Temporary
AR	Work Experience Wages	SFETC trainees. Summer enrollees, non-full-time and non-career service.

AT	Acting Appointment In the Classified Service	A full-time temporary appointment of a current, employee to a vacant position that is in recruitment status. Appointments should not exceed six (6) months unless approved by the Employee Relations Department.
AU	Pollworkers	Works during an Election. Non-full-time and non-career service. Department of Human Resources enrollees.
AW	Farmworker Trainees	

SEPARATION (B)

BA	Voluntary Resignation
BB	Resignation By Abandonment of Position
BC	Working Conditions
BD	Work Hours
BE	Work Load
BF	Dissatisfied with Supervisor
BG	Dissatisfied with Co-Workers
BH	Disagree with Departmental Policies
BI	Terminated BI Enrollee, No PCD generated
BJ	Dislike Duties
BK	Want More Responsible Work
BL	Insufficient Pay
BM	Little Chance for Promotion
BN	Accept Other Employment
BP	Job Dissatisfaction
BQ	Moving From Area
BR	Pursuance of Domestic Duties
BS	Attend School Full-Time
BT	Personal Reasons Not Job Related
BU	Poor Health
BV	No Reason Given
BW	Separations - Other
BX	Resignation subject to the condition of the Alonso Ordinance.
DI	<i>Separation: Under Investigation (See page 14 for details)</i>

LEAVE OF ABSENCE (C)

CA	Military Leave
CB	Maternity Leave
CC	Educational Leave - Job Related
CD	Illness
CE	Suspension
CF	For The Good of County Service
CG	Personal
CH	Disability
CI	Leave of Absence greater than 2 years
CJ	Child Care
CK	No Pay Status - Temporary Removal
CL	Compulsory
CM	Family Leave
CX	Suspended under 2-42 (22)

DISMISSAL (D)

DA Incompetency
DB Offensive Conduct
DC Dishonesty
DD Insubordination
DE Chronic Absenteeism/Tardiness
DF Loss of License or Certificate
DG Convicted of Crime
DH Negligence or Willful Damage
DI *Separation: Under Investigation (See page 14 for details)*
DJ Violation of Departmental Rule
DK Physical or Mental Impairment
DL Poor Driving Record
DM Falsification of Application
DN Drug/Alcohol Test Results
DX Other Reason

OTHER TERMINATION (E)

EA Fail to Satisfy Probationary Period
EB End of Temporary Work
EC Death
ED Layoff
EF Co-op Return to School
EG Retirement
EH Expired Layoff Rights
EI Medical Disability
EJ Administrative
EK End of Training Under Federal Grant
ER Retired End of DIP
EU Pollworkers Inactive
EV Article V Revision 7: Judicial Administration

EARLY RETIREMENT**DEPARTURE INCENTIVE PROGRAM (DIP)**

RC DIP Retiree (Cash Option Selected)
RI DIP Retiree (Insurance Option Selected)

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Employees that select to participate in the DROP program maintain their regular employee status code.

DISCONTINUED EMPLOYEE STATUS CODES

AQ Vocational Exploration
AS Work in a Higher Classification A full-time appointment but of Higher temporary nature.
AV Permanent HUD Full-time positions. Same as "AA" but these employees accrue annual and Sick leave benefits differently due to a merger from the City of Miami.

<u>DATES</u>		Status Date	The last date of a change in the employee's status.
Hire Date	Indicates employee's original appointment to the County.	Adjusted Status Date	The status date (adjusting any lost pay periods or pay periods on LOA).
Last Change Date	Indicates the date of the last change to the employee's personnel master record.	Retirement Date	Date in which eligible Executive Staff elect to participate in Rule of 70 Executive Retirement Program (Age plus years of service equal 70).
Leave Anniversary Date	The date the employee completes 26 pay periods and their leave usage balances are re-set to zero. (Sick to Annual conversion)	<u>Wage Adjustments</u>	
Medical Date	Indicates the date of the last physical examination.	<u>Effective Date of Increase</u>	<u>Percent Increase</u>
	Default dates are:	07/04/05	3%
	01/01/1902	07/05/04	4%
	Employee that have had a pre-employment drug and alcohol screen only.	07/07/03	4%
	01/01/1903	09/02/02	3%
	No physical or drug and alcohol screen is required.	09/03/01	3%
		09/04/00	2%
		09/06/99	3%
		09/07/98	3%
		08/25/97	2%
		03/25/96	5%
		03/24/95	4%
		03/28/94	4%
		07/01/93	3%
Medical Eligibility Date	Indicates the date the employee became or will be eligible for Medical Insurance. Default date of 11/16/1990 displayed for employees hired prior to 11/16/1990.	PAY EXCEPTION CODES BI-WEEKLY SUPPLEMENTS	
Pay Anniversary Date	The last date of a change in the employee's salary due to merit, promotion, demotion, or longevity step increases. This date is not affected by cost of living increases, special merit/recognition increases or pay exceptions being added or deleted.	<u>1 STEP EXCEPTIONS</u>	<u>FRS</u>
Adjusted Pay Anniversary Date	The employee's anniversary date (adjusting any lost pay periods or pay periods on LOA).	OA Lifeguard 1 & 2 - EMT	Yes
Red Circle Date	Indicates the date the employee was placed on a rate above the maximum of their current classification.	OB Professional Engineer Certificate	Yes
Rehire Date	Indicates date that employee was rehired. Current date of hire.	OC Stenographic Reporter - Certified	Yes
		OD Forensic Technician - Embalmers	Yes
		OE Tax Collection - Certified	Yes
		OF CAA-Teachers & Assistants Certification	Yes
		OG Communication Operator & Police Complaint Officer Trainers	Yes
		OH Track Equipment Operator	Yes
		OI Solid Waste Training Program	Yes
		OJ Registered Geologist	Yes
		OK* Air Truck - Fire	Yes
		OL* Hazardous Materials - Fire	Yes
		OM* Logistical Services - Fire	Yes
		ON* Air Rescue - Fire	Yes
		OP Traffic Signal Technicians 1, 2 & Supervisor - Bench Technicians	Yes
		OQ Trades Supervisor Contractor	Yes
		OR Social Work Advocates	Yes
		OS DERM - Demolition & Renovation	Yes
		OT DERM - Scuba/Underwater	Yes
		OV Trash Truck Driver 1 - Roll Off Vehicle	Yes

PAY EXCEPTION CODES (Continued)		
BI-WEEKLY SUPPLEMENTS		
1 STEP EXCEPTIONS	FRS	
OW Courts - Primary Clerk	Yes	
OX Rail Structure & Inspection Special	Yes	
OY Airport Attendant - Auxiliary Airport	Yes	
OZ Courtroom Clerk 1	Yes	
ZA* Special Operations; FIRE DEPT	Yes	
ZB* TRT – Marine; FIRE DEPT	Yes	
ZC Paralegal/Legal Asst. Certification	Yes	
ZD Hazmat Specialist – Fire	Yes	
ZE Videographer/Editor	Yes	
Z1 Correctional Officer as Recreational Officer	Yes	
Z2 Correction Department Trades	Yes	
Z3 Correctional Officer Maintenance Supervisor	Yes	
Z4 MDTA Supervisor Instructor for Rail	Yes	
Z5 Property Appraiser – Cert. FL Evaluator (CFE)	Yes	
Z6 First Lieutenant	Yes	
Z7 Field Training Supervisor	Yes	
Z8 Fingerprint - IAI Certificate	Yes	
00 Boot Camp	Yes	
01 Leadworker	Yes	
02* Firefighter Driver/Operator	Yes	
03 Assistant Training Officer - Correctional Officer, Corporal and Sergeant	Yes	
04 Split Shift	Yes	
05 Night Differential	Yes	
06 Educational Incentive Pay	Yes	
07 Trades Allowance - AFSCME 1363	Yes	
08 Certification of Florida Evaluators	Yes	
09* Fire Rescue	Yes	
1A ASD Assignment Pay 1	Yes	
1B Police Assigned to MIA	Yes	
1C Electronic Courtroom	Yes	
1D Criminalist 1, 2 & 3 – Certified	Yes	
1E Heavy Equipment Tech. Auto Mechanic	Yes	
1F Certified Compensation Prof.	Yes	
1G Society Human Resource Mgmt. Cert.	Yes	
1H Forensic Photographer IAI Certified (Eff. 4/26/04)	Yes	
1J Forensic Artist IAI Certified (Eff. 4/26/04)	Yes	
1K Aircraft Tech Power Plant Cert (Eff. 7/8/02)	Yes	
1L Aircraft Tech FAA Airframe Cert (Eff. 7/8/02)	Yes	
1M Cadastral & Sr. Cadastral Tech. (Eff. 8/2/04)	Yes	
1N Water/Wastewater Treatment Plant Operator License (Eff. 7/19/04)	Yes	
1P Courtroom Clerk 1 - Unified Family Court (Eff. 5/9/05)	Yes	
1Q Registered Interior Design License (Eff. 10/10/05)	Yes	
10 CPA	Yes	
11 Trades Allowance - Water and Sewer	Yes	
12* Fire Pers., Bureau Officer-in-Charge	Yes	
13* Fire College Personnel	Yes	
14* Fire Safety Bureau Personnel	Yes	
15 Police Acting Ranks	Yes	
16 Field Training Officer	Yes	
17 Certified Employee Benefit Specialist	Yes	
18 Trades Allowance - Non-Union	Yes	
19 Certified Professional Secretary	Yes	
20 Certified Addictions Professional (CBAPF)	Yes	
42 Special Response Team	Yes	
44 Underwater Search & Recovery	Yes	
5G Fire Diver's Pay (Eff. 3/29/04)	Yes	
54 Motorcycle Patrol Duty	Yes	
90 Fire Rescue - Medic	Yes	
98 EMD Medical Dispatcher Certification (Eff. 10/00)	Yes	
* At max, L1 or L2 pay exceptions are paid 5% from max step, L1 and L2 steps		
2 STEP EXCEPTIONS		
2A ASD Assignment Pay 2		Yes
2B Waste Supervisor Garbage Division		Yes
21 Night Differential		Yes
22 Appraiser or Assessment Evaluator - Supervisory Classifications Only		Yes
23 Airfield Proficiency Allowance		Yes
24 Mosquito Control Inspector Certification		Yes
25 Programmer 2 On-Call		Yes
26 Water & Sewer On-Call		Yes
27 Water & Sewer Hazardous Duty		Yes
28 Landside Operation Specialists Certification		Yes
29 Licensed Independent Adjuster		Yes
47 Explosive Materials		Yes
3 STEP EXCEPTIONS		
30 CAA State of Fla. Teacher's Certification		
63 Police Officers and Sergeants Not Classified as Aircraft Operators Assigned to that Function		Yes
PERCENTAGE ADJUSTMENTS		
8A Special Projects - Fire Chief	5%	Yes
8B State Certified Instructors - Training Div.	2.5%	Yes
8C Rescue Calls	9%	Yes
8D Fire Prevention Inspector I	1%	Yes
8E Fire Prevention Inspector II	3%	Yes
8F Fire Prevention Inspector III	5%	Yes
8G NFPA Plan Examiner 1 Certification	2%	Yes
8H Florida Certified Fire Inspector II	2%	Yes
8I Fire Investigator I	1%	Yes
8J Fire Investigator II	3%	Yes
8K Fire Investigator III	6%	Yes
8L Fire Investigator IV	9%	Yes
8R Non Fire Rescue Response - Non EMT (FRR) - Fire	5%	Yes
80 Fire Personnel Passed Protocols	18%	Yes
83 State Paramedic Cert. - Non Fire Rescue	2.5%	Yes
84 Fire Safety Bureau - Certified Inspectors	3%	Yes
85 Airport - Certified Fire Rescue & Fire Department Certified	5%	Yes
86 Special Investigator - Director's Office	5%	Yes
87 Fire - EMS Personnel	5%	Yes
88 Fire - EMS Captains and Lieutenants 10/14 Shift	2.5%	Yes
89 Pay supplement for Non-Bargaining Unit employees at max working in a higher class	5%	Yes
99 Delete All Exceptions (used on the PCD to indicate deletion of all pay exceptions)		
Z9 Certification by State of FDLE	4%	Yes

FLAT DOLLAR PAY ADJUSTMENTS				FRS					
			FRS						
4A	Fire Associate Arts Degree	\$ 23.08	Yes	68	Night Differential - 60 cents per hour	\$48.00	Yes		
4B	Fire Baccalaureate Degree	50.77	Yes	69	Night Differential - 40 cents per hour	32.00	Yes		
4C	Premium Pay	50.00	Yes	70	Night Differential - Frozen Amount/Varies		Yes		
4D	Waste Equipment Operator	20.00	Yes	71	Night Differential - Frozen Amount/Varies		Yes		
4M	Career Development II Maximum	23.08	Yes	DISCONTINUED PAY EXCEPTION CODES EFFECTIVE 4/25/05					
41	Special Investigative Duty	10.00	Yes	4E	Firefighter - 5% at Longevity 1	107.80	Yes		
43	PBA Hazardous Duty No "AF" Status Employees	125.00	Yes	4F	Firefighter - 5% at Longevity 2	113.17	Yes		
45	TWU Nights (\$36.00 effective until 10/05/97)	48.00	Yes	4G	Fire Lieutenant - 5% at Longevity 1	125.18	Yes		
46	Correctional LT, Police Lieutenant	50.00	Yes	4H	Fire Lieutenant - 5% at Longevity	131.13	Yes		
48	Observers in Aircraft	30.00	Yes	4I	Fire Captain - 5% at Longevity 1	144.68	Yes		
49	Police Standards	11.54	Yes	4J	Fire Captain - 5% at Longevity 2	151.40	Yes		
5A	Career Development 5 - Max	48.46	Yes	4K	Chief Fire Officer - 5% at Longevity 1	172.96	Yes		
5B	Technical Support No "AF" Status Employees	80.00	Yes	4L	Chief Fire Officer - 5% at Longevity 2	181.02	Yes		
5C	Fire Hazardous No "AF" Status Employees	125.00	Yes	4N	Firefighter - 10% at Maximum	206.38	Yes		
5E	HUD Site Manager - Class 1	100.00	Yes	4P	Firefighter - 10% at Longevity 1	215.60	Yes		
5F	Correctional LT Hazardous Duty	80.00	Yes	4Q	Firefighter - 10% at Longevity 2	226.33	Yes		
5H	4 ASE Automotive Certifications	38.46	Yes	4R	Fire Lieutenant - 10% at Maximum	238.75	Yes		
5I	Master Truck Equip. Tech. ASE	38.46	Yes	4S	Fire Lieutenant - 10% at Longevity 1	250.35	Yes		
5J	8 ASE Certification	76.92	Yes	4T	Fire Lieutenant - 10% at Longevity 2	262.27	Yes		
5K	7 ASE Heavy Truck Certifications	76.92	Yes	4U	Fire Captain - 10% at Maximum	276.54	Yes		
5L	Level 1 EVT	19.23	Yes	4V	Fire Captain - 10% at Longevity 1	289.36	Yes		
5M	Level 2 EVT	38.46	Yes	4W	Fire Captain - 10% at Longevity 2	302.80	Yes		
5N	Level 3 EVT	57.69	Yes	4X	Chief Fire Officer-10% at Maximum	330.10	Yes		
5P	4 ASE Heavy Truck Certifications (Eff. 6/9/03)	38.46	Yes	4Y	Chief Fire Officer-10% at Longevity 1	345.92	Yes		
50	Career Development 1	9.23	Yes	4Z	Chief Fire Officer-10% at Longevity 2	362.04	Yes		
51	Career Development 6	55.38	Yes	64	Firefighter - 5% at Maximum	103.19	Yes		
52	Police Associate Arts Degree	13.85	Yes	65	Fire Lieutenant - 5% at Maximum	119.38	Yes		
53	Police Baccalaureate Degree	36.93	Yes	66	Fire Captain - 5% at Maximum	138.27	Yes		
55	Career Development 2	18.46	Yes	67	Chief Fire Officer - 5% at Maximum	165.05	Yes		
56	Career Development 3	27.69	Yes	PERFORMANCE ADJUSTMENT PROGRAM CODES					
57	Career Development 4	36.92	Yes	This program is utilized for non-bargaining, non-executive employees. These codes cannot be assigned unless the employee currently has this code. This code is not transferable to another classification. *Indicates satisfactory performance.					
58	Career Development 5	46.15	Yes	Evaluation During Fiscal Period					
59	Career Development III Maximum	34.62	Yes	Code	%Factor	77-78	78-79	79-80	80-81
6A	Car Commuting Allowance-Daily Taxing on Vehicle		No	CC	+ .93	*	*	*	9
6C-6Z	Personal Use County Car-Daily Taxing on Vehicle		No	CJ	+ .88	*	*	14	8
60	Career Development Maximum Adjusting Factor	11.54	Yes	CK	+1.82	*	*	14	9
61	Automotive Trades Allowance AFSCME - 1363	20.00	Yes	CZ	+ .95	*	6	13	8
62	Water & Sewer Trades Allowance (Over maximum - Step 99 employees only)	20.00	Yes	C1	+1.89	*	6	13	9
LC	Premium Pay Bargaining Unit L	50.00	Yes	C4	+1.85	*	6	14	8
LW	Living Wage (See Living Ordinance Pg. 13)			C5	+2.79	*	6	14	9
The following four pay exception codes are to be used for Night Shift Differential for AFSCME Bargaining Units:				DS	+1.19	6	5	13	8
				DT	+2.13	6	5	13	9
				DW	+2.09	6	5	14	8
				DX	+3.03	6	5	14	9
				D5	+2.16	6	6	13	8
				D6	+3.10	6	6	13	9
				D9	+3.07	6	6	14	8
				EA	+4.02	6	6	14	9

MONEY ADJUSTMENT CODES			FRS		
		FRS			
01	Extra Duty	Yes	56	Executive Benefits - Executive Reimbursement	No
02	Overtime K-9 Duty	Yes	57	Executive Benefits	No
03	Correction	Yes	58	Executive Benefits - Commission Expense Allowance	No
04	Termination	Yes	59	Executive Benefits - Car Allowance	
05	Overtime Job Basis	Yes	60	Pollworkers	No
06	Compensatory Time	Yes	61	Employee of the Year Award	No
07	Night Differential	Yes	62	BU 'F' (Solid Waste) Uniform Allowance	No
08	Departmental Exceptions	No	63	Optional Plan Review Program	
09	Out of Class	Yes	64	Tool Allowance WASD Taxable	No
10	On Call	Yes	65	Election Support	No
11	Retroactive Merit Increase	Yes	66	Disability	Yes
12	Retroactive Promotion	Yes	67	Compensatory	No
13	Undergraduate Tax Tuition	No	68	Holiday	No
14	Vacation Advance	Yes	69	Compensatory/Holiday	Yes
15	Retroactive Overtime	Yes	7W	Tool Allowance - WASD (Taxable)	No
16	IT Y2K Project	Yes	70	Transit Uniform Allowance	No
17	Military Service - Active Duty	Yes	71	Transit Tool Allowance	No
18	Retroactive Reclassification	Yes	72	Uniform Allowance	No
19	Retroactive Regular Hours	Yes	73	Non-Uniform Allowance	No
20	Light Duty - MDTA	Yes	74	Tool Allowance	No
21	Intervening Overtime	Yes	75	Aviation Uniform Allowance	No
22	Accrued Holiday/Compensatory	No	76	Aviation Tool Allowance	No
23	Excess Holiday	Yes	77	Temporary Pay Supplement - Police	Yes
24	Holiday	Yes	78	DIP Compensatory & Holiday Termination	No
25	Longevity Bonus Award	No	79	DIP Annual Leave Termination	Yes
26	Retroactive Wage Adjustment	Yes	80	DIP Cash Option	No
27	Overtime - Straight Time	Yes	81	DIP Insurance Option	No
28	Retroactive Wage Adjustment (Cost of Living)	Yes	82	DIP Sick Leave Converted to Annual at Termination	No
29	Longevity Bonus Award - Correction	No	83	DIP Pro-rated Longevity Annual Leave at Termination	Yes
30	Accrued Sick Leave	No	84	DIP Pro-rated LBA Bonus at Termination	No
31	Sick Value Account	No	85	DIP Regular Sick Leave at Termination	No
32	Employee Suggestion Award	No	86	DIP Additional Sick Leave Payment at Termination (up to 100% of hours)	No
33	Worker's Compensation	No	87	DIP Sick Interest Payment (Paid December, 1996 or January, 1997)	No
34	Salary Bonus 91/92 (one time bonus)	No	89	Annual Leave Payout	No
35	Tuition Refund	No	90	Bus Operator Student Pay	Yes
36	Executive Bonus (AO 7-26) E1-E3 & EA	No	91	Jury Duty TWU	Yes
37	LOA Leave Pay	Yes	92	Flex Credits - Automatic	No
38	Car Commuting Allowance	No	93	Flex Credits - Manual	No
39	Longevity Bonus Award - Fixed	No	94	Election Support Pay	Yes
40	Gain Share Bonus	No	95	MDTA Comparison Pay	Yes
41	Field Training Officer (FTO)	Yes	96	Annual Leave DROP Payout	Yes
42	Demotions	Yes	97	DP Payment for Bus/Train/Para Transit Drivers	Yes
43	Retroactive Pay Exceptions	Yes	98	Overpayment Deduction	Yes
44	Hazardous/On Call (WASD)	Yes	99	FRS Contribution (PAR code WW entered by ASD generates FRS Contribution)	
45	Overtime Hazardous/On Call (WASD)	Yes	101	Regular Fire Off Duty Pay	Yes
46	Night Differential (WASD)	Yes	102	Overtime Fire Off Duty	Yes
47	Overtime Night Differential (WASD)	Yes	103	Miscellaneous Non FRS	No
48	Miami Sick Leave (WASD)	Yes	115	Operations Overtime MDRF	Yes
49	Regular Hours Adjustment (WASD)	Yes			
50	Overtime Hours Adjustment (WASD)	Yes			
51	Fire Life Safety Plans Review	Yes			
52	Diver's Pay (\$42.15 WASD)	Yes			
53	Executive Allowance	No			
54	Executive Benefit E4 (Eff. 10/5/98)	Yes			
55	Executive Benefit E7 (Eff. 10/5/98)	Yes			

**MONEY ADJUSTMENT CODES
(Continued)**

124	Holiday Pay (one time)	Yes	672	Non-Taxable Uniform Allowance (Deduction 61)	No
136	Performance Bonus for Non Bargaining Unit L Employees	No	673	Non-Taxable Non-Uniform Allowance (Deduction 62)	No
140	Credit & Collection Gain Sharing Bonus	No	674	Non-Taxable Tool Allowance (Deduction 73)	No
151	Special Request Inspection	Yes	675	Non-Taxable Aviation Uniform Allowance (Deduction 60)	No
194	Poll Worker Board – County EE	Yes	676	Non-Taxable Aviation Tool Allowance (Deduction 66)	No
236	Awards Recognition	No	677	Non-Taxable WASD Tool Allowance (Deduction 73)	No
251	Special Request Plans Reviews	Yes	697	Pollworker Mileage	No
335	Non-Taxable Tuition Refund (Deduction 13)	No	750	Earned Income Credit	No
336	Grad Nontax Tuition	No	751	Earned Income Credit	No
340	Non-Tax Tele-working Reimbursement for DSL	No	760	Life Insurance Over	No
500	BWK Expense Allowance Executives	No	823	Taxable Annual Pool Charitable Contribution for Disasters	No
510	Executive Medical Premium	No	824	Taxable Holiday Pool Charitable Contribution for Disasters	No
515	Executive Dental Premium	No	825	Non-Taxable AP Charitable Contribution Conversion	No
520	Executive Vision Premium	No	826	Non-Taxable HP Charitable Contribution Conversion	No
530	Executive Long-Term Disability	No	952	MDTA Comparison Pay Week 2	
545	Executive Deferred Compensation	No	59H	Car Expense Only	No
550	Executive Reimbursement	No			
555	Executive Reimbursement Taxable	No			
560	Purchase Annual Leave	No			
575	Executive Optional Life	No			
592	Executive Car Lease Value	No			
595	Parking/Metrorail	No			
597	Parking/Rail Reimbursement (w/receipts)	No			
600	Non-Taxable Welfare to Work (Deduction W1)	No			
670	Non-Taxable Transit Uniform Allowance (Deduction 70)	No			
671	Non-Taxable Transit Tool Allowance (Deduction 71)	No			

DEDUCTION CODES			New	Old	
New	Old				
004	04	Executive Benefits Special (+)	330	G8	DCFF PPO Ins Trust FB (Non-Taxable)
005	05	Executive Benefits Reimbursement (-)	360	F1	OPTIX Vision Plan (Non-Taxable)
015	A5	Executive Benefit Reimbursement	361	Y4	OPTIX Vision Plan (Taxable)
046	46	Annual Lease Value for County Vehicle	370	Y1	Oral Health Services
050	50	Executive Supplemental Pension	371	Y2	American Dental Plan
075	5B	Standard Executive Long Term Disability	372	Y3	Metropolitan Dental Plan
078	51	Enriched Long Term Disability Ins (Exec)	373		DCFF DMO Ins Trust (Taxable)
090	90	ICMA Deferred Income (Pre-Tax)	374		DCFF DPPO Ins Trust (Taxable)
091	91	NACO Deferred Income (Pre-Tax)	380	D1	Oral Health Services (Non-Taxable)
093	9X	ICMA 3%	381	D2	American Dental Plan (Non-Taxable)
093	9Y	ICMA 6%	382	D3	Metropolitan Dental (Non-Taxable)
093	9Z	ICMA 20%	383		DCFF DMO Ins Trust FB (Non-Taxable)
100	9P	Parking Fee/Surcharge (Garage 5) (Pre-Tax)	384		DCFF DPPO Ins Trust FB (Non-Taxable)
101	4P	Mahi Lot Parking Fee (Pre-Tax)	400	21	DCFF Basic Life Ins Trust
102	6P	Parking Fee Surcharge (140 W. Flagler St.) (Pre-Tax)	402	77	MetLife Insurance (Basic Life)
103	8B	Rooftop Parking Cultural Ctr & G#5 (Non Tax)	403		MetLife (Commissioner's Office)
104	7P	Parking Fee/Surcharge (Cultural Ctr)	413	80	MetLife Insurance (Optional Life Plan) 1 Time
105	7D	North Lot Parking (Pre-tax)	414	81	MetLife Insurance (Optional Life Plan) 2 Times
106	8P	Parking Fee/Surcharge (Courthouse Center) (Pre-Tax)	415	53	MetLife Insurance (Optional Life Plan) 3 Times
107	8G	Parking Surcharge Courthouse Center	416	8C	MetLife Insurance (Optional Life Plan) 4 Times
108	1P	Parking Fee - Hickman Facility (Pre-Tax)	417	8D	MetLife Insurance (Optional Life Plan) 5 Times
109	7F	North Lot Surcharge	426	2L	DCFF Dependent Life Ins Trust
110	8M	Metro pass (Pre-Tax)	427	85	Survivors Benefit Trust Insurance
111		Parking MLK (Pre-Tax)	428	55	Survivors Benefit Trust Insurance II
112	5P	Parking West Lot (Pre-Tax)	439	72	Florida Fringe Benefits
114	2P	Parking Fee (Miami-Dade North Lot) (Pre-Tax)	440	12	Professional Insurance
116		Kristie Lot (Surface Lot) (Pre-Tax)	450	H1	DIP-FICA/MICA Recovery
117		Parking SunTrust (Pre-Tax)	451	H3	DIP-JMH Health Plan
118		Tri-Rail Pass (Pre-Tax)	452	H5	DIP-AV Med Health Plan
130-136	28	Alimony	454	H7	DCFF PPO Dip Medical
145-151	44	Direct Pay - Alimony	457	H0	DIP-Vista Health Plan
160-166	56	Direct Pay Child Support	458	H2	DIP-Humana Health Plan
168-177	6C	Child Support State Disbursement Unit (FLSDU)	459	HC	Cigna Health Plan DIP
178-183	67	Child Support Central Depository	460		Cigna Health Plan Dip Option A
191	29	Internal Revenue Service Tax Levies	461		Cigna Health Plan Dip Option B
192	30	IRS Payroll Deduction Agreement	475	R1	DIP-Oral Health Services
200-206	84	Florida Department of Education	476	R2	DIP-American Dental Plan
215-260	99	Garnishments	477	R3	DIP-Metropolitan Dental
275	68	Statutory Fees	478		DCFF DMO DIP Dental
281-283	82	Delinquent Accounts	479		DCFF DPPO DIP Dental
301	20	DCFF HMO Ins Trust (Taxable)	500	FB	Healthcare Spending Account
302	G7	Cigna (Taxable)	505	FB	Dependent Care Spending Account
305	43	JMH Health Plan (Taxable)	515	FB	Flex Benefits Administration Fee
307	75	AV Med Health Plan (Taxable)	520	03	Pre-paid Legal Insurance
310	G1	VISTA (Taxable)	530	FB	Short Term Disability Flex
311	G3	Humana (Taxable)	535	FB	Long Term Disability Flex
312	G9	DCFF PPO Ins Trust (Taxable)	540	FO	Flex LOA Overpayments Health
321	F7	DCFF HMO Ins Trust FB (Non-Taxable)	541	FO	Flex LOA Overpayments Dependent
322	G6	Cigna (Non-Taxable)	542	FO	Flex LOA Overpayments Short Term Dis.
325	F3	JMH Health Plan (Non-Taxable)	543	FO	Flex LOA Overpayments Long Term Dis.
327	F5	AV Med Health Plan (Non-Taxable)	545	FA	Flex Benefits Adjustments
328	G0	VISTA (Non-Taxable)	549	FA	Flex LOA Overpayments Fees
329	G2	Humana (Non-Taxable)	550	FA	Flex Benefits Temporary Adjustments
			560	14	Credit Union
			561	19	Eastern Financial Florida Credit Union
			562	47	Tropical Telco Credit Union
			586	16	United Way

DEDUCTION CODES (Continued)		New	Old	
New	Old			
586	17			United Way Share
586	18			United Way Leadership Share
600	58			Manpower Dependence Allowance
605	69			Expense Allowance
630	10			Port Authority Dues - AFSCME Local 1542
631	11			Water & Sewer Dues - AFSCME Local 121
632	15			General Bargaining Unit Dues - AFSCME 199
633	23			Firefighters Union Dues - Local 1403
634	25			Dade County PBA Dues
635	40			Transport Workers Union of America Dues
636	41			Government Supervisors Association Dues
637	63			Solid Waste Dues - AFSCME Local 3292
660	22			Firefighter Charities
661	24			Firefighters Progressive Officers
662	3A			Hispanic Association of Correctional Officers Dues (Inactive)
663	3B			Hispanic American Firefighter Assoc. Dues
664	3C			Women in Corrections Dues
665	33			Hispanic Officers Association Dues
666	35			Progressive Officers Club - Dues
667	37			Firefighters Benevolent Assoc. Dues
670	83			United Firefighters of Dade County Dues
671	89			Professional Law Enforce. Dues (Inactive)
672	9A			Correctional Officers Benevolent Dues (Inactive)
673	92			Hispanic Transit Society Dues
674	93			Minority Correction Officers Dues (Inactive)
675	94			Dade County Federation of Black Employees Dues
680	57			Committee on Political Education (TWU)
681	59			Firepac
682	U6			GSAF Political Action Contributions
683				AFSCME People Committee
684				Firepac
700	8A			Parking Fees (Garage 5)
704				Parking MLK (Post Tax)
705	06			Parking Fee - 140 W. Flagler Street
706				Parking Hickman Lot (Post Tax)
710	07			Parking Fee - Cultural Center
715	08			Parking Fee - Courthouse Center
716				Kristie Lot (Surface Lot)
717				Parking SunTrust (Post Tax)
720	7A			Parking Fee (Downtown Surface)
725	88			Metro Pass
726				Tri-Rail Pass
770	31			Savings Bonds
780	34			Childcare
786	09			Employee Housing (18% Base Step)
790	6D			MAC Contribution
800	96			Hurricane Andrew Contribution
801	98			Workers' Compensation Recapture
813	32			Tuition Refund Forfeiture
821	65			Miscellaneous
822				Excess Car Expense
823				Charitable Contribution for Disaster (Taxable)
824				Charitable Contribution from Non-Tax Wages
MA 335	13			Undergraduate Non-Tax Tuition Refund
MA 336	13			Graduate Non-Tax Tuition Refund
MA 340	4B			Tele-working Reimbursement DSL (non-tax money adjust)
MA 670	70			Transit Uniform Allowance (non-tax money adjust)
MA 671	71			Transit Tool Allowance (non-tax money adjust)
MA 672	61			Uniform Allowance (non-tax money adjust)
MA 673	62			Non-Uniform Allowance (non-tax money adjust)
MA 674	73			Tool Allowance (non-tax money adjust)
MA 675	60			Aviation Uniform Allowance (non-tax money adjust)
MA 676	66			Aviation Tool Allowance (non-tax money adjust)
MA 697	97			Mileage - Poll workers (non-tax money adjust)
MA 750	86			Earned Income Credit Advancement (Employee Only non-tax money adjust)
MA 751	87			Earned Income Credit Advancement (Employee/Spouse non-tax money adjust)
	38			Car Commuting Allowance Recapture
	6B			Bullet Proof Vest Reimbursement
	W1			Welfare to Work Education Stipend (non-tax money adjust)
<u>DISCONTINUED DEDUCTION CODES</u>				
New	Old			
092	9N			National Deferred Compensation (NDC) Deferred Income (Pre-Tax)
300	79			Blue Cross/Blue Shield
303	26			Dade County PBA (Taxable)
304	G5			GSAF Union Sponsored Health Plan
306	48			CAC United Care Health Plan (Taxable)
320	F9			Blue Cross/Blue Shield (Non-Taxable)
323	F6			Dade County PBA (Non-Taxable)
324	G4			GSAF Union Sponsored Health Plan (Flex)
326	F8			CAC United Care Health Plan (Non-Taxable)
401	54			Dade County PBA Life Insurance
453	H6			DIP-PBA Health Insurance
455	H8			DIP-CAC Health Plan
456	H9			DIP-Blue Cross/Blue Shield
	2A			AFSCME Health Plan (Taxable)
	64			Dental Health Services Local 1363
	78			AETNA Life Insurance Division 2
	F2			AFSCME Health Plan (Flex, Non-Taxable) (Inactive)

RETIREMENT PLAN CODES				DROP RETIREMENT CODES	
FRS					
Code	Plan	Retirement Description	%		%
11	C	FRS Inv Plan - Reemployed Retiree	7.83	14	FRS - Deferred Retirement Option Plan
12	C	FRS Inv Plan - Elected Official Retiree	15.23		(Previously Retirement Codes other than
13	C	FRS Inv Plan - Regular	7.83		01, 03, 11, 31 and 32)
14	C	FRS Inv Plan - Special Risk Police	18.53	15	SCOERS Plan A - Deferred Retirement
15	C	FRS Inv Plan - Special Risk Fire	18.53		Option Plan (Previously Retirement Code of
16	C	FRS Inv Plan - Special Risk Admin. Support	9.92		01 and 03)
17	C	FRS Inv Plan - Senior Mgmt. Service	10.45	16	SCOERS Plan B - Deferred Retirement Option
18	C	FRS Inv Plan- Elected Official Opt Plan	15.23		Plan (Previously Retirement Code of 11)
19	C	FRS Inv Plan- Special Risk Forensic	18.53	17	TRS - Deferred Retirement Option Plan
00		No Retirement Contributions Made			(Previously Retirement Code of 31 and 32)
01	FK	SCOERS - Plan A	12.10	92	FRS - Special Risk Police/Corrections -
03	FK	SCOERS - Plan A	17.10		Deferred Retirement Option Plan
11	AD/AE/AF	SCOERS - Plan B	9.10	93	DROP FRS Special Risk Forensic
18	RA	FRS - Reemployed Retiree Eff. 7/91	7.83	94	FRS - Special Risk Fire-Deferred Retirement
19	RI	FRS - Retired Elected Official Eff. 7/90	15.23		Option Plan
21	HA	FRS - Regular	7.83	95	FRS - Special Risk Administrative Support
22	HB	FRS - Special Risk Police/Corrections	18.53		Effective 7/82 - Deferred Retirement Option
23	HB	FRS - Special Risk Forensic	18.53		Plan
24	HB	FRS - Special Risk Fire	18.53		
25	HJ	FRS - Special Risk Admin Supp. Eff. 7/82	9.92		
26	HO	Senior Management Optional Annuity	12.85		
27	OZ	Rehired SMSC Optional Annuity 7/97	12.85		
29	RM	Reemployed Senior Mgmt. Service	10.45		
30	HM	FRS - Senior Management Service	10.45		
31	IE	FL State Teachers Retirement System	17.60		
32	IF	FL State Teachers Retirement System with FICA	17.60		
33	OP	IFAS Optional Retirement Program	10.43		
34	OP	IFAS Optional Retirement Program	10.43		
42		City of Miami Employees Retirement System	10.00		
46		City of Miami Employees Retirement System	10.00		
47		City of Miami Employees Retirement System	10.00		
51		Miami Beach Employees Retirement System Pre 11/1/76	10.00		
61		North Miami Retirement System	7.00		
63		North Miami Beach Retirement System	19.95		
64		City of Homestead	23.53		
70	HO	SMSC Optional Annuity 7/98	23.90		
71	HO	SMSC Optional Annuity 7/99	11.19		
72	HO	SMSC Optional Annuity 7/00	11.13		
73	HO	SMSC Optional Annuity 7/01	9.28		
78	OQ	Elected Official SMSC Opt Out	9.28		
79	O2	Rehired SMSC Optional Annuity 7/99	11.19		
85		City of Coral Gables Retirement System	15.00		
91	HI	FRS - Elected Officials	15.23		

BARGAINING UNIT CODES

- A** Water & Sewer - Local 121
- C** Firefighter - IAFF
- D** Transit Workers
- E** Police - PBA
- F** Waste - Local 3292
- G** Aviation - AFSCME 1542
- H** General - AFSCME 199
- K** Government Supervisors Association
- L** Non-Bargaining
- M** Professional
- P** Police Lieutenants
- V** Election Support Personnel
- W** BI Enrollees

DISCONTINUED

- J** *Florida Nurses Association*

BUDGET STATUS CODES

- 1** Budgeted
- 2** Overage
- 3** Budgeted Unauthorized
- 4** Overage Unauthorized
- 5** Supplemental

SUB ENTITY CODES

- 1** Full Time
- 2** Part Time
- 3** Temporary/Seasonal
- 4** Elected Officials
- 5** Farm Workers

JOB CATEGORY CODES

- A** Officials and Administrators
- B** Professionals
- C** Technicians
- D** Protective Service
- E** Para-Professional
- F** Office-Clerical
- G** Skilled Craft
- H** Service-Maintenance

JOB STATUS CODES

- 1** Hourly (receives overtime)
- 2** Transit
- 3** Salaried Job Basis (no overtime) "+" by occupational code in Pay Plan
- 4** Flat Hourly Rate (no steps in the Pay Plan)
- 5** Not Paid

PROTECTED CLASS

Those employees whose records are "protected" per Florida Statutes are identified with a "protected class" value.

The possible values for the protected class are:

- 0** Social security number protected only
- 1** For police, firefighters, and HR Personnel – SSN, address, telephone numbers protected, family information protected. Protection to these employees is applied for the duration of their career regardless of classification.
- 2** "Inspector" classifications – SSN, address, telephone number protected. Protection is applied to employees only while serving in these classifications.
- 3** For spouses of police and firefighters – SSN, address, telephone number protected.
- 4** For legal guardians (ex. Divorcee) of police or firefighter children – SSN, address, telephone number protected.

PAY KIND CODES

<u>New</u>	<u>Old</u>		
A	1	REG	Regular Pay
B	2	VAC	Vacation Pay
C	3	BNS	Bonus Pay
D	6	CAN	Cancelled Check Current
E		RCV	Partial Cancelled Check Receivable Current
F	4	VOU	Voucher Current
G	8	PWK	Pollworker Pay
H	9	NOP	No Pay
I	A	FRA	FRS Time & Leave Adjustment
J	B	FRB	FRS Manual Adjustment
K	C	FRC	FRS DROP Adjustment
L	D	FRD	FRS DROP Adjustment
M	E	FRE	FRS DROP Adjustment
N	F	FRF	FRS DROP Adjustment
O	6	HSC	Cancelled Check Historical
P		HSR	Partial Cancelled Check Receivable Hist.
Q		HSV	Voucher Historical
R		LOA	Leave of Absence
		PNV	Pending Voucher
		PNC	Pending Cancelled Check

WORKERS' COMPENSATION CODES

The following are standard codes set by the National Council on Insurance to identify work types. Each job classification is assigned one of these codes.

0037	Farm
3365	Welding - NOC
3724	Electrical Insulation or Repair
4299	Printing
4361	Photographer
5183	Plumbing - NOC
5403	Carpentry - NOC
5474	Painting - NOC
5506	Street Construction
7380	Drivers, Chauffeurs
7382	Bus - All Other Employees and Drivers
7423	Airport Operations
7520	Waterworks Operations
7590	Garbage Works
7704	Fire
7720	Police
8380	Auto Service/Repair Center & Dr. Workers
8385	Bus - Garage
8392	Auto Storage or Parking
8720	Inspection for Valuation
8742	Claims Adjustors, Outside Messengers
8810	Clerical, Administrative
8820	Attorneys
8831	Veterinarians, Dog Catchers
8833	Hospital Professional
8868	School
9014	Exterminators
9015	Building - NOC
9019	Bridge Operation
9040	Hospital - Nonprofessional
9079	Food Service - Catering
9101	Museums, Libraries
9102	Parks - NOC
9403	Garbage Collection
9410	Municipal Employees
9519	Air Conditioning or Refrigeration

SUPERVISOR STATUS

01	County Manager/County Commissioners
02	Assistant County Managers/Spec Advisors
03	Assistant to County Manager
04	Department Directors
05	Deputy Directors
06	Assistant Directors
07	Division Directors
08	Assistant to Directors
09	Assistant Division Directors
10	Sr. Bureau Commanders/SECT HD
11	Associate Directors
12	Supervisor Classes

EVALUATION TYPES

EE	Employee Performance Evaluation
FO	Field/Operational Performance Evaluation
ME	Management Performance Evaluation
P1	Police Officer Performance Evaluation
P2	Police Sergeant Performance Evaluation
P3	Police Lieutenant Performance Evaluation
SA	Senior Management Appraisal Evaluation

CAR CODES

LS	Leased: Group 1 Executive Benefits Recipient (Non Law Enforcement)
LE	Law Enforcement: Executive Benefit Recipient (Law Enforcement Official)
NT	Non Taxed: Sworn Fire or Law Enforcement with marked cars
6A	Taxed: Pay Exception 6A added to the employee's personnel master file record
PP	Personalized Patrol Vehicle Program (PPVP): (green and white car)
UN	Unmarked: Vehicles per letter of understanding (Captains and Lieutenants only)
CA	Car Allowance: entered by ASD for Executives with a Car Allowance

ORDINANCES

The following ordinances related to Personnel/ Payroll are administered by the Employee Relations Department:

Ordinance 98-34

Sick/Annual Leave Payout to Employees Under Investigation

Those employees who are under investigation or terminated from County service as a result of a breach of public trust will not be eligible for Sick or Annual leave payouts.

Employee status code DI should be used until determination investigation is complete.

Offenses involving a breach of the public trust shall include, but not be limited to:

- a. criminal offenses of embezzlement of public funds, theft, bribery, perjury or any felony specified in Chapter 838 of the Florida statutes; or
- b. non-criminal offenses involving a breach of the officer or employee's fiduciary responsibility to the public."

Ordinance 99-28

Residency Condition for New Employees

In accordance with provisions of Section 2-11.17 of the Code of Miami-Dade County, unless otherwise exempted, "no person shall be newly employed by Miami-Dade County or any of its authorities, agencies or instrumentalities unless resident in Miami-Dade County or unless prepared to sign a covenant that he or she will move to Miami-Dade County within fifteen (15) months of employment by the County. The ordinance also requires employees to maintain their domicile and principal place of residence within the corporate limits of Miami-Dade County during the period of their employment with Miami-Dade County. Failure to maintain residency in Miami-Dade County may result in dismissal from the County service.

Ordinance 99-44

Living Wage

This ordinance establishes a living wage requirement for County employees. It guarantees a living wage of no less than \$8.56 per hour for employees who are covered by health insurance and no less than \$9.81 for employees not covered by health insurance. For County employees under the County Pay Plan, the County will begin to pay a living wage consistent with the goals of the ordinance on a three-year phase-in basis beginning Fiscal Year (FY) 2000-2001, increasing on an annual basis incrementally until it is fully implemented in Fiscal Year 2002-2003.

RATES

	Living Wage for Employees Eligible <u>for Insurance</u>	Living Wage for Employees Ineligible <u>for Insurance</u>
FY 00-01	\$6.29	\$6.70
FY 01-02	\$7.55	\$8.40
FY 02-03	\$9.00	\$10.30

For purposes of administering the Living Wage Ordinance, certain classifications will not be considered County employees as set forth in the ordinance. These classifications include those that only receive stipends; those whose funding is prescribed by grants; and those that solely provide on-the-job work experience.

Ordinance 99-5

Domestic Leave

Employees, as defined in the ordinance, shall be entitled to a total of thirty (30) workdays of unpaid domestic leave during any twelve (12) month period.

PAR code WB used on the PAR.

MARITAL STATUS CODES

M Married **S** Single
T Married - Single Status

TAX WITHHOLDING CODES

0 Standard
1 Additional Tax
3 Non-Taxable Payments - NOT WAGES (No W-2 to be issued for these payments)
4 Taxable Wages BUT do not withhold any tax (W-2 will be issued)

FICA CODES

0 Standard
1 Exempt - Certain BI Enrollees, Senior Companions, Foster Grandparents, and Farmworker Trainees

FICA RATE

2006 - 6.20% up to \$94,200 in earnings
 2005 - 6.20% up to \$90,000 in earnings
 2004 - 6.20% up to \$87,900 in earnings
 2003 - 6.20% up to \$87,000 in earnings
 2002 - 6.20% up to \$84,900 in earnings
 2001 - 6.20% up to \$80,400 in earnings
 2000 - 6.20% up to \$76,200 in earnings
 1999 - 6.20% up to \$72,600 in earnings

MEDICARE RATE (MICA)

2005 - 1.45% (no limit) 2001 - 1.45% (no limit)
 2004 - 1.45% (no limit) 2000 - 1.45% (no limit)
 2003 - 1.45% (no limit) 1999 - 1.45% (no limit)
 2002 - 1.45% (no limit)

MINIMUM WAGE

May 2, 2005 \$6.15/hour
 September 1, 1997 \$5.15/hour
 October 1, 1996 \$4.75/hour

MEDICAL CLASS CODES

1 Regular Employees **2** High Risk Employees

FINANCIAL DISCLOSURE

Y Required **N** Not Required

ETHNICITY CODES

A White **B** Black
C Hispanic **D** Asian or Pacific Islanders
E American Indian or Alaskan Native

GENDER CODES

M Male
F Female

CITIZENSHIP CODES

A Native Born
B Naturalized
C Citizenship in Process
D Other

EDUCATIONAL LEVEL CODES

1-8 Grade School
9-12 High School
13-14 Junior College (AA)
15-16 College (BA)
17-18 Advanced Degree (MA)
20 PHD
22 Doctorate

CHANGE REASON CODES

The following codes are displayed on the PERM screen and represent the last change reason for the most recent change to the employee's personnel record.

A New Employee
B Re-Employment
C Transfer -Departmental Change/Inter-Departmental Change
D Status
E Reallocation
F Termination/Separation
G Rate Change - Merit Increase, Salary
H Restoration
I Personal Changes - Sex, Race, Citizenship, Date of Birth, Educational Level, Marital Status, Tax Exemptions, Withholding Code, Withholding Amount, FICA, Retirement Code, Social Security Number
J Promotion
K Wage Adjustment
L Other - Locator Change, Index Code, Entity, Sub-Entity, Bi-weekly Hours, Budget Status, Medical Date
M Leave of Absence
N Demotion
O Manual lost Pay Period
P Cancellation of Merit Increase
Q Automatic pay period adjustment (generated automatically on Tuesday of pay week)
R Retired/Re-employment
S Pay Plan Maintenance

CDL

Flag for type of drug testing employee should receive – regarding driver's license these flags are supplied by Medical Records.

- 9 – CDL regular employee not trained
- 8 – CDL regular employee trained
- 7 – CDL supervisor not trained
- 6 – CDL supervisor trained
- 5 – CDL regular employee with training with supervisor duties
- 4 – CDL regular employee formerly #8 with training but inactive
- 3 – CDL supervisor formerly a #6 with training but inactive

LONGEVITY BONUS AWARD (LBA)

Full time employees that have at least 15 years of service receive a minimum of \$350 longevity bonus award annually. Employee status codes that are eligible: AA, AB, AC, AD, AF, AH, AI, AJ, and AT. See Leave Manual for details.

AWARD SCHEDULE

Effective Pay Period Ending 1/21/2001

The following formula will be applied to determine the employee's LBA amount:

Biweekly and overtime rates - night differential (pay exception codes 5, 21, 45, 68, 69, 70, 71) * 26 * Years of Service Percentage (see chart below)

Years of Completed Full-Time Continuous County Service	Percentage
15	1.5%
16	1.6%
17	1.7%
18	1.8%
19	1.9%
20	2.0%
21	2.1%
22	2.2%
23	2.3%
24	2.4%
25	2.5%
26	2.6%
27	2.7%
28	2.8%
29	2.9%
30 or more	3.0%

FLSA Hours Calculation

Employees in bargaining unit "C" (Fire Department) with regular hours of 96 will get FLSA hours paid after they accumulate 2496 hours. Regular employees will get FLSA hours after 2080 hours accumulated. The formula to calculate the FLSA amount is the same for both type of employees, the only difference is the amount of hours employees can accumulate.

The calculation is as follows:

FLSA hours = 2080 or 2496 – leave year hours
FLSA rate = (LBA amount/leave year hours) * .5
FLSA amount = FLSA rate * FLSA hours

Add FICA and MICA factors on this rate.

LONGEVITY ANNUAL ACCRUAL

Accrual Rates: Forty (40) Hour Workweek Employees

<u>Length of Service</u>	<u>Additional Annual Leave</u>
0 through 5 years	0
6 years	8 hours
7 years	16 hours
8 years	24 hours
9 years	32 hours
10 through 15 years	40 hours
16 years	48 hours
17 years	56 hours
18 years	64 hours
19 years	72 hours
20 years and after	80 hours

Accrual Rates: Forty-eight (48) Hour Workweek (Fire Personnel)

<u>Length of Service</u>	<u>Additional Annual Leave</u>
0 through 5 years	0
6 years	9 ½ hours
7 years	19 hours
8 years	29 hours
9 years	38 ½ hours
10 through 15 years	48 hours
16 years	57 ½ hours
17 years	67 hours
18 years	77 hours
19 years	86 ½ hours
20 years and after	96 hours

Part-Time Employees

Part-time employees are not eligible to earn Longevity Annual Leave.

PART TIME LEAVE ACCRUALS

Annual Leave Accruals

Hours Worked/Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	1.5 hours accrual per pay period.
60 - 79.99	2.5 hours accrual per pay period.
80 or more	Same as full-time employee

Sick Leave Accruals

Hours Worked/Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	2.0 hours accrual per pay period.
60 - 79.99	3.0 hours accrual per pay period.
80 or more	Same as full-time employee

EXECUTIVE BENEFITS

E1 = \$10,000/year	\$250 biweekly car allowance
E2 = \$ 8,500/year	\$200 biweekly car allowance
E3 = \$ 7,500/year	department biweekly average of \$75 car allowance
EA	Benefit code for employees receiving less than \$7500 in annual benefits.
EH	Benefit code for employees receiving only car allowance.

Granting of Executive Benefits are subject to reporting hierarchy and are at the discretion of the Department Director.

SICK LEAVE PAYOUT PERCENTAGES

Employees who retire or resign from County service with less than 30 years in good standing are eligible to receive payment for up to a maximum of 1,000 hours of accrued unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the following schedule:

Employees with 30 years or more of service are eligible to receive 100% of their sick leave.

This payment is made to employees with 10 or more years of full-time continuous County service.

Please refer to section 02 of the Miami-Dade Leave Manual for more details.

Regular Retirement

10 Years	25%
11 Years	30%
12 Years	35%
13 Years	40%
14 Years	45%
15 Years	50%
16 Years	55%
17 Years	60%
18 Years	65%
19 Years	70%
20 Years	75%
21 Years	77.5%
22 Years	80%
23 Years	82.5%
24 Years	85%
25 Years	87.5%
26 Years	90%
27 Years	92.5%
28 Years	95%
29 Years	97.5%
30 Years	100%

Special Risk Retirement

10 Years	25%
11 Years	30%
12 Years	35%
13 Years	40%
14 Years	45%
15 Years	50%
16 Years	55%
17 Years	60%
18 Years	65%
19 Years	70%
20 Years	75%
21 Years	80%
22 Years	85%
23 Years	90%
24 Years	95%
25 Years	100%

PAR CODES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>																								
--	Day Off	Scheduled days off.																								
A	Annual Leave	Approved leave time to be taken from accrued Annual Leave. Accrual and use governed by Miami-Dade County Leave Manual. Available for use after the completion of thirteen (earned) pay periods. Paid out at current rate at the time of termination excluding any night differential. Maximum accrual values are as follows:																								
		<table><tr><th><u>BU</u></th><th><u>ANNUAL MAX</u></th></tr><tr><td>A</td><td>500 hours</td></tr><tr><td>C</td><td>500 hours</td></tr><tr><td>D</td><td>460 hours</td></tr><tr><td>E</td><td>500 hours</td></tr><tr><td>F</td><td>500 hours</td></tr><tr><td>G</td><td>500 hours</td></tr><tr><td>H</td><td>500 hours (Effective 07/03)</td></tr><tr><td>K</td><td>500 hours</td></tr><tr><td>L</td><td>500 hours</td></tr><tr><td>M</td><td>500 hours</td></tr><tr><td>P</td><td>500 hours</td></tr></table>	<u>BU</u>	<u>ANNUAL MAX</u>	A	500 hours	C	500 hours	D	460 hours	E	500 hours	F	500 hours	G	500 hours	H	500 hours (Effective 07/03)	K	500 hours	L	500 hours	M	500 hours	P	500 hours
<u>BU</u>	<u>ANNUAL MAX</u>																									
A	500 hours																									
C	500 hours																									
D	460 hours																									
E	500 hours																									
F	500 hours																									
G	500 hours																									
H	500 hours (Effective 07/03)																									
K	500 hours																									
L	500 hours																									
M	500 hours																									
P	500 hours																									
AA*	Drop Annual Payout	Deferred Retirement Option Program (DROP) Annual Leave Payout																								
AC	Air Rescue	For bargaining unit C employees only. A one step (or 5% at max) for assignment to full time duties of Air Rescue. Employee must physically work more than six hours. Not paid if the employee has pay exception "ON".																								
AD	Administrative Leave	Paid leave time approved at the discretion of the Department Director.																								
AF	Annual Family	Annual leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).																								
AH*	Administrative Holiday/Hurricane	To be used only on the day before Christmas and/or the day before New Year's in place of Administrative Leave or other special event authorized by the County Manager. Is considered "time worked" for purposes of overtime and out of class pay.																								
AI	Annual Leave (Injury)	Accrued Annual Leave time taken due to an on-the-job injury. Used after sick leave is exhausted. Leave will be restored if Disability Leave is approved.																								
AM	Administrative Leave for Mentoring Program	PAR code AM will be used to record and track Administrative Leave granted in support of Miami-Dade County employees mentoring program.																								
AN	Annual Forfeited Article V	Annual hours forced to be forfeited.																								
AO	Airport Pay	For bargaining unit C employees only. 5% for personnel who are C.F.R. or Fire Department certified and assigned to Airport Units. Employees must physically work more than six hours. Not paid if the employee has pay exception 85.																								

* These codes are computer generated and/or are entered by ASD and are found only on HPAR of the Time and Leave System.

PAR CODES (continued)

AO	Airport Pay	For bargaining unit C employees only. 5% for personnel who are C.F.R. or Fire Department certified and assigned to Airport Units. Employees must physically work more than six hours. Not paid if the employee has pay exception 85.
AP*	Annual to Pool	Hours donated to an Earned Leave Pool or Special Leave Pool. Entered by ASD. Displayed on HPAR.
AQ	Annual to Sick	Used to cover sick leave when sick leave balance is insufficient.
AR	Acting Rank	Used by Bargaining Units E and P employees only when working out of classification. PAR code placed in third box of the PAR. Not paid if the employee has the pay exception code "15".
AT	Air Truck	For bargaining unit C employees only. 1 step (or 5% at max) for personnel assigned full time duties on "Air Truck" units. Employees must physically work more than six hours. Not paid if the employee has pay exception "OK".
AV	Annual Transferred Article V	Annual hours transferred to the State of FL; Article V
AX	Annual Suspended	Annual leave forfeited due to suspension. Employees must physically work and forfeit annual leave due to a suspension. Valid only for bargaining units A, D, E, F, G, K, M and P. Employees get paid regular salary due to leave forfeiture.
AZ	TWU Pool	Sick leave pool contributed to and used by employees in Bargaining Unit D.
BE*	Birthday Earned	For Bargaining Unit D employees only. Entered by ASD. Displayed on HPAR when an employee banks the birthday.
BH	Birthday Holiday	Observed on the employee's birthday, or the next regular working day if it falls on a day off. Employees may be allowed to delay its use for up to six months. For Bargaining Unit F employees, the BH is to be observed on the day it occurs. If that day is not an employee's normal work day, then it will be observed on the nearest regular work day.
BP*	Birthday Holiday Pay	For bargaining unit "D" employees only. Used when an employee works on his or her birthday and wants the BH to be paid.
BW*	Birthday Holiday	Without Pay (Birthday lost) for their birthday holiday. Displayed on HPAR.
B1	Alpha Bravo	Alpha Bravo earnings at regular time. For bargaining unit P employees only.
B2	Alpha Bravo	Alpha Bravo earnings at overtime. For bargaining unit P employees only.
B3	Alpha Bravo	Alpha Bravo pay at regular time. For bargaining unit P employees only.
B4	Alpha Bravo	Alpha Bravo pay at overtime. For bargaining unit P employees only.
C	Compensatory Time	Granted in lieu of overtime and used like Annual Leave. Can be used by any employee with a compensatory balance. Earned (CE) by Bargaining Unit C, E and P employees only.

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PAR CODES (continued)

CB	Call Back	Used to pay employees who are ordered back to work after the completion of a shift. Rules on payment and guarantees vary by bargaining unit. PAR code placed in third box of the PAR.
CC*	Drop Comp Payout	Deferred Retirement Option Program (DROP) Compensatory Leave Payout
CD	Compensatory Time Pay	Excess compensatory time paid out.
CE	Compensatory Time	Indicates when overtime is earned instead of paid. Used only by Bargaining Units C, E, and P employees only.
CF	Compensatory Family	Compensatory leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
CI	Compensatory Injury	Leave time taken due to an on-the-job injury. Used after other leave is exhausted. Will be restored if Disability Leave is approved.
CL	OCL <u>with</u> Occ. Code	Out of Class pay when using occupational code. Occupational code must be provided.
CM*	Comp Leave Max	Payment of Compensatory Leave hours over Compensatory Leave maximum.
CP*	Compensatory Pool	Hours donated to an Earned Leave Pool or Special Leave Pool. Entered by ASD. Displayed on HPAR.
CQ	Compensatory Time for Sick	Used to cover sick leave when sick leave and annual leave balances are insufficient.
CR	CR Day (Fire Dept)	Paid time used to cover extra shift in a pay period. Used by Bargaining Unit C employees only.
CT	Court Time	Used by Bargaining Units C, E and P employees only. Indicates time required to appear in court on regular workdays, but not contiguous to the shift. Guarantee time paid per contract.
CW	Court Witness	Paid time granted to an employee subpoenaed to appear as a witness in a non-work related court case.
CX	Compensatory Suspended	Compensatory time for suspension.
D	Job Injury	Used to pay time not worked due to an injury to an employee granted disability time for an on-the-job injury.
DA	Day of Accident	Indicates the actual hours <u>lost</u> on the actual date of injury. The full shift is paid. Leave balances are not depleted.
DF	Administrative Leave Family	Administrative Leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).

* These codes are computer generated and/or are entered by ASD and are found only on HPAR of the Time and Leave System.

PAR CODES (continued)

DH*	Disability Holiday	To indicate holiday lost on day off during disability leave. Entered by ASD. Displayed on HPAR.
DI	Deemed Income	Temporary partial benefits calculated by Risk Management (for ASD use only).
DO	Driver Operator	For bargaining unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work more than six hours. Not paid if the employee has the pay exception code "02".
DP	Administrative Leave Paid	For ASD use only: AD hours paid for Bus, Rail and Paratransit Drivers only.
DS	Day Shift	For employees regularly assigned nights, indicates a shift to be paid at the day rate.
DV	Diver's Pay	Diver's Pay is paid as straight time only, with no minimum hours per day. Diver's Pay will not be paid on authorized leave time. The hourly rate for Diver's Pay increases as the cost of living increases.
DW	Injury No Pay	Indicates time off due to an on-the-job injury after all leave is exhausted, and disability leave is not granted.
E	Educational Leave	Provides time off with pay for eligible employees to attend non-County sponsored training or educational courses, conferences, etc., as approved by the Department Director.
EA	Extraordinary Assign.	For bargaining unit C employees only. Used in special circumstances when team is sent out on special assignments i.e., international events.
EL	Out of Class Eligible List	For bargaining unit D employees only. Employees must be on an Eligible List. Out of class paid as a promotion.
EP	Extra Pay	Extra pay for non-work related duties.
ER	ER Tracking (Aviation)	Time worked in support of ER Tracking for the Aviation Department.
ES	Welfare to Work	Educational stipend for Welfare to Work employees.
EX	Exchange Time	For bargaining units C, E and P employees only. Allows for the exchange of shifts between eligible employees. PAR code placed in the third box on the PAR. PAR code placed in the regular time (RT) box if someone works for the employee. PAR code placed in the third box, if the employee works for someone else.
F	Funeral Leave	Leave time with pay (not charged to any leave balance) to attend the funeral of immediate family members. Three days allowed per occurrence.
FE	Emergency Funeral	Leave time with pay (charged to available sick leave balance) to attend the funeral of mother-in-law or father-in-law. Three days allowed per occurrence. Does not affect sick leave conversion.
FH	Floating Holiday	Day off granted with pay to eligible employees each fiscal year (October 1 through September 30). Available after completion of nine (earned) pay periods and cannot be carried over to the next fiscal year.

* These codes are computer generated and/or are entered by ASD and are found only on HPAR of the Time and Leave System.

PAR CODES (continued)

FM	FEMA Related Activities	Time worked in support of FEMA related activities for the Aviation Department.
FP	Administrative Leave Bargaining Unit D	Used in place of "AD" when an operator fails his/her physical; pay is the same as "AD".
FT	Field Training Officer	For bargaining unit E employees only. Defines special training duty. PAR code placed in third box of the PAR. Not paid if the employee has the pay exception code "16".
FW*	Floating Holiday	Without pay (Floating holiday lost) on the floating holiday. Entered by ASD. Displayed on HPAR.
GD*	Drop Begin Day	Deferred Retirement Option Program (DROP) Enrollment Effective Date
H	Holiday (Observed)	Code is preprinted on the PAR to indicate a County holiday (printed for eligible employees only). Non eligible employees will have an "*" printed on the PAR on a Holiday.
HD*	Holiday Leave Paid	Indicates holiday hours paid.
HE*	Holiday Earned	Displayed on HPAR to show holiday earned. These hours can be used at a later date as HJ leave.
HF	Fire Holiday Pay	For ASD use only: Bargaining unit C employees with 20 years or more of County service. On a one time basis only can request up to 500 hours of their accrued, Holiday Leave paid in bi-weekly installments of 24 hours or less.
HH*	Drop Holiday Payout	Deferred Retirement Option Program (DROP) Holiday Leave Payout
HI	Holiday Leave (Injury)	Available accrued Holiday leave taken due to an on-the-job injury. Used after sick and annual leave is exhausted. Leave will be restored if Disability Leave is approved.
HJ	Holiday Leave (used)	Time accrued if an eligible employee works on a holiday or if a holiday falls on a day off. Used like Annual Leave and is paid out at current rate at the time of termination. Maximums vary according to bargaining unit. Maximum accrual values are:

<u>BU</u>	<u>Holiday Max</u>
A	80 hours
C	No Max
D	104 hours
E	160 hours
F	120 hours
G	160 hours
H	80 hours
K	160 hours
L	80 hours
M	160 hours
P	80 hours

* These codes are computer generated and/or are entered by ASD and are found only on HPAR of the Time and Leave System.

PAR CODES (continued)

HM*	Holiday Leave Max	Payment of Holiday earned leave hours over the Holiday maximum.
HO	Holiday Fiscal Pay	Automated code will deduct request hours from Holiday leave balance; calculate hours at current hourly rate and pay as ma/cde 24.
HP*	Holiday Sick Pool	Holiday hours donated to an Earned Leave Pool or Special Leave Pool. Entered by ASD. Displayed on HPAR.
HQ	Holiday Leave for Sick	Use to cover sick leave when sick leave, annual leave and compensatory time leave balances are insufficient.
HR*	Fire Holiday Hours Paid PP	Fire 1X Holiday pay code to enter biweekly paid hours less than 24 hours.
HS	Holiday Paid Once	For ASD use only: To make corrections to Fire 1X Holiday requested paid hours.
HU	Hurricane Related Activity	Hurricane Related Activity
HW	Holiday Without Pay	Holiday not paid as a result of the employee losing the holiday i.e., employee out of pay status before or after the holiday.
HX	Holiday Suspended	Holiday leave forfeited due to suspension. The employee must work and forfeit one day of holiday leave due to a suspension. Valid only for bargaining units A, D, E, F, G, K, and P employees.
HZ	Hazardous Materials	For bargaining unit C employees only. 1 step (or 5% at max) for employees assigned full time duties on "Hazardous Material" units. Employees must physically work more than six hours. Not paid if the employee has pay exception code "OL".
IT	Instructing Trainee	For bargaining unit D employees only.
J	Jury Duty	Employees receiving summons to jury duty are paid for all time served during the shift.
JD	Jury Duty MDT	Pay bargaining unit D employees double time for jury duty on day off.
K9	K-9 (Canine)	Police Officers assigned canine dogs will be paid an additional 1 hour on the weekend to care for the dogs. Paid at step 5 rate for occupational code 1209 (Animal Care Specialist).
KM	AD Per Union Contract	Paid leave time for Job Basis employees in bargaining units K and M only per contract. (See contract for eligibility.)
LA*	LOA Annual Pay	Leave payout of Annual hours at the time of LOA.
LC*	LOA Compensatory Pay	Leave payout of Compensatory hours at the time of LOA.
LD	Light Duty	Used to reflect Light Duty paid at regular rate.
LG*	Longevity Adjustment	Shown on PERO when longevity years have been adjusted.

***These codes are computer generated and/or are entered by ASD and are found only on HPAR of the Time and Leave System.**

PAR CODES (continued)

LH*	LOA Holiday Pay	Leave payout of Holiday hours at the time of LOA.
LN	Light Duty at 90%	Regular pay rate paid at 90%.
LP	Special Sick Pool	Used when employee is caring for someone else and must first be approved for usage.
LS	Logistical Service	For bargaining unit C employees only. Fire classifications assigned full time duties in Logistical Services Division. Paid 1 step above regular rate or 5% at maximum. Not paid if the employee has the pay exception code "OM".
LW	Leadworker	Employees paid one (1) step increase above the employee's regular rate.
MA	Military Leave (Reserves)	Thirty calendar days per fiscal year are allowed for all employees called up for active duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
MG	Minimum Guarantee	MDTA Bus Operators/Rail Operators only
MR	Military Leave (Reserves)	Seventeen working days per fiscal year are allowed for all employees for Reserve Duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
MW	Military Salary	Used to indicate that the 30 days of MA have been exhausted.
N1	Night Differential	Shift is evenly divided at 6 a.m. or 6 p.m. Paid one step above the employee's rate or \$.40 per hour depending on bargaining unit.
N2	Night Differential	Majority of hours are after 6 p.m. or before 6 a.m. Paid two steps above the employee's rate or \$.60 per hour depending on bargaining unit.
NC	No Car	For those employees receiving a car allowance, it indicates that the County vehicle was not used that day. PAR code placed in third box of the PAR.
NR	New Rate	This code is system generated to reflect a rate change in the middle of the pay period. NR is displayed on the effective date of the rate change if there is a rate change in the middle of the pay period.
OA	Other Assignments	Other assignments for Solid Waste employees only.
OC	On Call	Employees designated to be available to return to work as needed during "off" hours are paid a supplement according to various agreements. PAR code placed in third box of the PAR.
OD	Overtime Disability	Overtime hours paid on disability worked.
OH*	Overtime on Holiday	Overtime hours paid on a Holiday worked/system generated.
OI	Officer-in-Charge	Fire Chief acting as officer-in-charge (divisional) rate. 5% above current hourly rate.

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PAR CODES (continued)

OP	Operations - Fire	Guaranteed overtime for bargaining unit C employees working like 96 hour employees.
OT	OT in Operations	For bargaining unit C employees only.
OT*	Overtime Hours at Overtime Rate	Displayed on HPAR showing overtime hours paid at straight time.
OTS*	Overtime Hours at Straight Time Rate	Displayed on HPAR showing overtime hours paid at straight time.
OV	Roll-Off Truck	For bargaining unit F employees only - Roll-Off Truck (OCL).
PB	Partial Benefits	Risk Management to calculate weekly basis for temporary partial benefits.
PD*	Administrative Leave Paid	MDTA Bus Operators/Rail Operators only
PM	Administrative Leave Bargaining Unit D	Used in place of "AD" when an operator is pending results of a drug/alcohol test before returning to work after an extended absence; pay is the same as "AD".
PL	Pollworker	Time worked in support of Elections.
PP*	Pay Period Num Adjustment	Shown on PERO when pay periods have been adjusted.
PR	Prior Rate	This code is system generated to reflect a rate change in the middle of the pay period. The employee's prior rate is used to calculate an adjustment for this day.
R	Relieved of Duty	Used to identify employees that have been suspended, but continue to be paid pending completion of investigation.
RA	Reinstatement - Administrative Leave	Used when an employee is reinstated for pay purposes.
RC	Roll Call (MDPD only)	To indicate ¼ hour roll call for eligible occupational codes in MDPD.
RE	Rescue PE 80 at 18%	For bargaining unit C employees only. Employee works special duty on rescue. PAR code placed in 3 rd box of the PAR. Employee must have pay exception 8C and 83. Not paid if employee has pay exception "80".
RH*	Worked Hours on Holiday	Regular hours paid on a Holiday worked.
RL	Rescue Max – 1.5%	Rescue Max – 1.5%
RP	Rail Project	For bargaining unit D employees only. Employee attending a rail class. Paid straight time for all hours marked with RP.
RR	Ronald Regan Library	One hour Annual Leave to the Leave Pool.
RS	Rescue PE 09 at 5% or 1 step	For bargaining unit C employees only. Rate of pay calculations based on employees pay exceptions.

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PAR CODES (continued)

S	Sick Leave	Approved leave time to be used when the employee (not family member) is sick, or has a doctor's appointment. Accrual and use governed by the Leave Manual. Available for use after completion of thirteen (earned) pay periods.
SA	Suggestion Award	Leave time granted to employees awarded for a qualifying employee suggestion under the Suggestion Award Program.
SC	Shift Change Day Bargaining Unit E/P	Used by Bargaining Unit C employees, indicating a change in shift. PAR code placed in RT box of the PAR.
SD	Student Pay	Paid when an employee has a student trainee on the bus. Rate is .35 per hour. Bus Operator's only.
SE	Sick Emergency	Leave time with pay (charged to available sick leave balance) granted in the event of life-threatening illness in the employee's immediate family. Three workdays allowed per leave year. Does not affect sick leave conversion.
SF	Sick Family	Sick leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
SI	Sick Injury	Accrued Sick Leave taken due to an on-the-job injury. Leave will be restored if Disability Leave is approved.
SJ	Special Projects	For bargaining unit C employees only. Fire classifications performing special duties as determined by Department Director are paid at 5% above regular rate. Not paid if the employee has the pay exception code "8A".
SL	Schedule Last Day	Schedule Last Day
SM	Security Level	Time worked for security level in support of the Aviation Department.
SN	Sick Forfeited Article V	Sick hours forced to be forfeited.
SP	Sick Pool	Used to keep authorized employees in pay status after leave is exhausted due to an extended illness or disability. Leave is donated from other employees.
SR	Special Request Inspection - Fire	Overtime for non-job basis and 96 hour employees in 037 07.
SS	Split Shift	Designates an employee whose shift is divided into two distinct parts separated by more than one hour. PAR code placed in third box of the PAR.
ST	Special Request Plans Review - Fire	Overtime for non-job basis and 96 hour employees in 037 07.
SV	Sick Transferred Article V	Sick hours transferred to the State of FL; Article V
SW	Sick Without Pay	Authorized time off used when all accrued leave is exhausted and employee is on sick leave. Employee's not paid for this time. PAR code entered by ASD.
T	Termination	Designates the effective date of the termination. PAR code is placed in the third box of the PAR. Termination code and eligible for rehire codes must be recorded on the bottom portion of the PAR for all terminations.

***These codes are computer generated and/or are entered by ASD and are found only on HPAR of the Time and Leave System.**

PAR CODES (continued)

TA	Task Assignment	For bargaining unit F employees only - Not require to work full shift.
TE	Track Equipment	Used by MDTA to indicate an Operator performing work on specialized equipment. PAR code placed in third box of the PAR.
TM	TRT/Marine	Technical Response Truck/Marine Firefighter Unit
TP	Trainer's Pay	Communications Operator/Police Complaint Officer officially assigned as a trainer. Paid 1 step above regular rate of pay.
U	Unauthorized (Call In)	Indicates an unexcused absence without pay.
UN	Unauthorized (No Call)	Indicates an unexcused absence without pay, distinguishing those employees who do not call in.
VA	Vacation Advance	Vacation advance checks are given in increments of 80 hours to those employees going on vacation for that period of time. An employee may request up to four vacation advance checks.
W*	Without Pay	Authorized time off used when all leave (except sick leave) has been exhausted. Employee is not paid for this time. A memo from the department director must be submitted if the employee has leave balances.
WA	BOS Without Pay Code	To be used when the operator/department has requested that available annual/holiday leave not be used.
WB	Domestic Leave	Domestic leave without pay per Ordinance.
WC	Workers' Compensation Leave	Leave used when Workers' Compensation benefits are approved.
WD	Less 20% Disability	20% of gross deducted in negative money adjustment code 66 when Disability Leave is 80% and no leave is available for 20%.
WF	Without Family	Without pay used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
WL	BOS - Late Without Pay	When an employee is late arriving to work and should not be compensated for time lost on the schedule or day.
WS	BOS Without Pay Code	To be used when the operator/department has requested that available annual not be used for sick.
WW*	Workers' Compensation Without Pay	For ASD use only: To denote Workers' Compensation Without Pay.
X	Suspension	Indicates time an employee does not work due to a disciplinary action. Employee is not paid for this time.
XA	C/LADJ Excess Annual Adjustment	<u>Fire</u> (bargaining unit C employees only) Excess Annual Leave Over Maximum 500 hours.

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PAR CODES (continued)

XS	C/LADJ Excess Sick Adjustment	<u>Fire</u> (bargaining unit C employees only) Excess Sick Leave/Converted to Annual Leave/Over Maximum 500 hours.
XX	Suspension (MDPD)	Indicates time a Bargaining Unit E employee is suspended for disciplinary reasons when the suspension covers time in more than one pay period. Employee is not paid for this time.
Y	Union Activity	Time off with pay to participate in union activities. Use governed by various contracts.
YC*	Car Allowance	HPAR will display "YC" code when employee is entitled to car and works on a day off.
YF	Holiday Family	Holiday leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
YP	Union Activity Reimbursement	Employee on union activity - County is reimbursed for this time.
ZD	HazMat Specialist	Fire – Any HazMat Specialist that works on HazMat 17 for the day (regular time or overtime).
48*	Miami Sick Leave - <i>WASD Only</i>	Day Code to pay Miami Sick Leave hours prior to termination.
77*	Job Basis Hours	Shows regular hours worked for job basis employees. Used mainly for car allowance tracking.
DT	Training	Use for Solid Waste Department Only
OA	Other Assignments	Use for Solid Waste Department Only
PT	Physicals	Use for Solid Waste Department Only

PAR CODE EXTENSION

PAR codes followed by an "S" denotes leave or pay charged at STRAIGHT TIME.

PAR codes followed by an "O" denotes leave or pay charged at the OVERTIME rate.

DISCONTINUED PAR CODES

CK	OCL (for Bargaining Units K & L only)	Out of Class pay for Bargaining Units K (GSA-Supervisor) and L (Non-Bargaining/and Bargaining Unit M (GSA-Professional) only. Replaced by Ck.
DE	Driver Engineer	For bargaining unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work more than six hours. Not paid if the employee has the pay exception code "02". (Effective 3/2000; duplicate code)
44*	HA2/On Call - WASD Only	Day Code to calculate regular hour at the On-Call rate (2 steps).
45*	OT HA2/On Call - WASD Only	Day Code to calculate overtime hours (1.5) at the On-Call rate (2 steps).
46*	Night Differential - WASD Only	Day Code to calculate regular hours at the night rate.
47*	OT Night Differential - WASD Only	Day Code to calculate overtime (1.5) hours worked at the night rate.

DEPARTMENT DESCRIPTIONS

DEPT #	FAMIS Name	Department Name	Address
1	CC	County Commission	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
2	CM	County Manager's Office	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
2	CI	Office of the Chief Information Officer <i>Division 03</i>	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
2	CM	Metropolitan Planning Organization <i>Division 05</i>	Stephen P. Clark Center 111 N.W. 1 st Street Suite 910 Miami, FL 33128
2	EM	Office of Emergency Management <i>Division 06</i>	9300 N.W. 41 st Street Miami, FL 33178
2	CM	Agricultural Liaison (Executive Policy Support) <i>Division 08 Location 001</i>	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
2	CM	Child Advocate (Executive Policy Support) <i>Division 08 Location 004</i>	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
2	CM	Office of Community Image (Executive Policy Support) <i>Division 08 Location 008</i>	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
2	CM	Senior Advocate (Executive Policy Support) <i>Division 08 Location 012</i>	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
2	RB	Office of Community Relations <i>Division 12</i>	Stephen P. Clark 111 N.W. 1 st Street Suite 620 Miami, FL 33128
2	FE	Office of Fair Employment Practices <i>Division 14</i>	Stephen P. Clark Center 111 N.W. 1 st Street 22 nd FL Miami, FL 33128
2	CM	Office of Capital Improvements <i>Division 27</i>	Stephen P. Clark Center 111 N.W. 1 st Street Suite 2130 Miami, FL 33128
2		Office of Community Redevelopment <i>Division 30</i>	Stephen P. Clark Center 111 N.W. 1 st Street 22 nd FL Miami, FL 33128
2	NDE	Office of Countywide Health Care Planning <i>Division 40</i>	Dade Administration Bldg. 140 W. Flagler Street Suite 1102 Miami, FL 33130
3	BU	Office of Strategic Business Mgmt.	Court House Center 111 N.W. 1 st Street 22 nd FL Miami, FL 33128
4	MA	Mayor's Office	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
5	ER	Employee Relations Department	Stephen P. Clark Center 111 N.W. 1 st Street 21 st FL Miami, FL 33128
6	FN	Finance	Stephen P. Clark Center 111 N.W. 1 st Street 26 th FL Miami, FL 33128

DEPARTMENT DESCRIPTIONS

DEPT #	FAMIS Name	Department Name	Address
7	AU	Audit & Management Services	SunTrust International Center One S.E. 3 rd Avenue, Suite 1100 Miami, FL 33131
8	PA	Property Appraisal	Stephen P. Clark Center 111 N.W. 1 st Street 7 th FL Miami, FL 33128
9	TM	Team Metro	Stephen P. Clark Center 111 N.W. 1 st Street Suite 1470 Miami, FL 33128
11	GS	General Services Administration	Stephen P. Clark Center 111 N.W. 1 st Street 24 th FL Miami, FL 33128
12	PM	Department of Procurement Management	Stephen P. Clark Center 111 N.W. 1 st Street 13 th FL Miami, FL 33128
13	HF	Housing Finance Authority	25 W. Flagler Street Suite 950 Miami, FL 33130
14	TD	Enterprise Technology Services Dept.	5680 S.W. 87 th Avenue Miami, FL 33173
15	BD	Department of Business Development	Stephen P. Clark Center 111 N.W. 1 st Street, 19 th FL Miami, FL 33128
16	EL	Elections	2700 N.W. 87 th Avenue Doral, FL 33178
17	CT	Communications	Stephen P. Clark Center 111 N.W. 1 st Street 25 th FL Miami, FL 33128
18	AT	County Attorney's Office	Stephen P. Clark Center 111 N.W. 1 st Street 28 th FL Miami, FL 33128
20	HT	Homeless Trust	Stephen P. Clark Center 111 N.W. 1 st Street 27 th FL Miami, FL 33128
21	IC	International Trade Consortium	Stephen P. Clark Center 111 N.W. 1 st Street Suite 2560 Miami, FL 33128
22	AG	Office of Agenda Coordination	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
26	PZ	Department of Planning & Zoning	Stephen P. Clark Center 111 N.W. 1 st Street 11 th FL Miami, FL 33128
28	CS	Consumer Services	Dade Administration Building 140 W. Flagler Street Suite 903 Miami, FL 33130
30	JA	Judicial Administration	Court House Center 175 N.W. 1 st Avenue 27 th FL Miami, FL 33128
31	CL	Clerk of Courts	Court House East 22 N.W. 1 st Street Room 314 Miami, FL 33128
32	PD	Miami-Dade Police Department	Miami-Dade Headquarters 9105 N.W. 25 th Street Room 1095 Miami, FL 33172

DEPARTMENT DESCRIPTIONS

DEPT #	FAMIS Name	Department Name	Address
34	JU	Juvenile Services Department	275 N.W. 2 nd Street 2 nd FL Miami, FL 33128
35	ME	Medical Examiner	Medical Examiner Building Number 1 on Bob Hope Road Miami, FL 33136-1133
36	AD	Animal Services Department	7401 N.W. 74 th Street Miami, FL 33166
37	FR	Miami-Dade Fire Rescue	9300 N.W. 41 st Street Miami, FL 33178
39	CR	Corrections & Rehabilitation	Martin Luther King Building 2525 N.W. 62 nd Street 2 nd FL Miami, FL 33147
43	BL	Building Department	Permitting & Inspection Center 11805 S.W. 26 th Street Miami, FL 33175
45	BC	Building Code Compliance	Dade Administration Bldg. 140 W. Flagler Street Suite 1603 Miami, FL 33130
50	SW	Solid Waste Management	Martin Luther King Building 2525 N.W. 62 nd Street 5 th FL Miami, FL 33147
55	DE	Department of Environmental Resource Management	33 S.W. 2 nd Avenue 12 th FL Miami, FL 33130
60	PW	Public Works	Stephen P. Clark Center 111 N.W. 1 st Street 16 th FL Miami, FL 33128
63	AV	Miami-Dade Aviation Department	Building 5A – 1 st FL 4200 N.W. 36 th Street Miami, FL
64	SP	Miami-Dade Seaport Department	1015 N. America Way #210 Miami, FL 33132
66	PT	Office of Citizens' Independent Transportation Trust	Stephen P. Clark Center 111 N.W. 1 st Street 10 th FL Miami, FL 33128
67	MT	Miami-Dade Transit	3300 N.W. 32 nd Avenue 3 rd FL Miami, FL 33142
71	PI	SFWIB	7300 N.W. 19 th Street 5 th FL Miami, FL 33126
76	CD	Office of Community & Economic Development	Dade Administration Bldg. 140 W. Flagler Street Suite 1000 Miami, FL 33130
77	EZ	Miami-Dade Empowerment Trust	3050 Biscayne Blvd., Suite 300 Miami, FL 33137
79	CA	Community Action Agency	395 N.W. 1 st Street Room 101 Miami, FL 33128
80	HD	Miami-Dade Housing Agency	Building D 1401 N.W. 7 th Street Miami, FL 33135
83	DA	Office of ADA Coordination	Stephen P. Clark Center 111 N.W. 1 st Street 12 th FL Miami, FL 33128
84	HS	Department of Human Services	Martin Luther King Building 2525 N.W. 62 nd Street 4 th FL Miami, FL 33147

DEPARTMENT DESCRIPTIONS

DEPT #	FAMIS Name	Department Name	Address
85	MM	Metro-Miami Action Plan	Biscayne Building 19 W. Flagler Street Suite M-106 Miami, FL 33130
90	LB	Library	Main Library 101 W. Flagler Street Miami, FL 33130
91	CU	Art In Public Places <i>Division 03</i>	Stephen P. Clark Center 111 N.W. 1 st Street 6 th FL Miami, FL 33128
91	CU	Performing Arts Center <i>Division 06</i>	Stephen P. Clark Center 111 N.W. 1 st Street 29 th FL Miami, FL 33128
91	CU	Department of Cultural Affairs <i>Division 011</i>	Stephen P. Clark Center 111 N.W. 1 st Street 6 th FL Miami, FL 33128
92	VZ	Vizcaya Museum & Gardens	3251 South Miami Avenue Miami, FL 33129
93	PR	Park & Recreation	Hickman Building 275 N.W. 2 nd Street 3 rd FL Miami, FL 33128
94	SN	Office of Safe Neighborhood Parks	South Dade Government Center 10710 S.W. 211 th Street Room 109 Miami, FL 33189
95	HP	Office of Historic Preservation	Dade Administration Bldg. 140 W. Flagler Street Suite 1102 Miami, FL 33130
96	WS	Water & Sewer Department	Douglas Building 3071 S.W. 38 th Avenue Room 130 Miami, FL 33146
99	IG	Independent Review Panel <i>Division 02</i>	Dade Administration Bldg. 140 W. Flagler Street Suite 1101 Miami, FL 33130
99	IG	Legal Aid <i>Division 04</i>	Bar Association Building 123 N.W. 1 st Avenue Miami, FL 33128
99	IG	Law Library <i>Division 05</i>	Courthouse 73 W. Flagler Street #321 Miami, FL 33130
99	IG	Dade Delegation <i>Division 07</i>	Stephen P. Clark Center 111 N.W. 1 st Street Suite 108 Miami, FL 33128
99	IG	Commission on Ethics & Public Trust <i>Division 09</i>	Biscayne Building 19 West Flagler Street Suite 209 Miami, FL 33130
99	IG	Urban Economic Revitalization <i>Division 11</i>	155 South Miami Avenue Penthouse 1A Miami, FL 33130
99	IG	Office of Inspector General <i>Division 19</i>	Biscayne Building 19 W. Flagler Street Suite 220 Miami, FL 33130